

Installations

**Commander's
Handbook for
Installation and
Activity
Consolidations,
Realignments,
Reductions, and
Closures**

Headquarters
Department of the Army
Washington, DC
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Realignments, Reductions, and Closures

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Commander's Handbook for Installation and Activity Consolidations, Realignments, Reductions, and Closures

By Order of the Secretary of the Army:

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RESERVED

Chapter 1 INTRODUCTION

1-1. Purpose.

This pamphlet is intended to provide assistance to commanders who are confronted with an installation/activity consolidation, reduction, realignment, or closure within the continental United States, Alaska, Hawaii, and United States Territories. These instructions, when appropriate, will be supplemented with additional, specific guidance for each affected installation.

1-2. Scope.

The information in this pamphlet is applicable during the execution phase of the action and is aimed at those areas of interest which are common to most installations in the United States. Included is guidance for areas of critical interest, necessary references, and, whenever possible, points of contact at Headquarters, Department of the Army. This guidance will be implemented within normal command and staff relationships; frequent mention of Department of the Army points of contact should not be construed as authority to circumvent the major command headquarters.

1-3. Use of Pamphlet.

This pamphlet is intended as a guide and reference publication. It does not supersede regulations or other directives from which the material was derived and compiled.

Chapter 2 ECONOMIC ADJUSTMENT ASSISTANCE TO AFFECTED COMMUNITIES

2-1. General.

In addition to responsibilities associated with an installation closure or major realignment, the installation commander serves in a key role as the local representative of the United States Army. This chapter should assist the installation commander in discussions with local community leaders regarding Federal assistance which is available upon request of the community to help overcome the economic difficulties associated with installation reduction, realignment, or closure action. Included are planning milestones for economic adjustment assistance and guidelines for collection of community data. Active participation of the installation commander in this program is essential to its success and, in turn, to Army mission accomplishment in the impacted area.

2-2. Background.

a. On 4 March 1970, the President of the United States established the Inter-Agency Economic Adjustment Committee (IAEAC) to assure that the resources of the Federal Government are available to help alleviate economic impacts resulting from DOD installation realignments or closure actions. The Committee is chaired by the Secretary of Defense, co-chaired by the Assistant Secretary of Defense (Installations and Logistics) (ASD(I&L)), and has as active members representatives from the Departments of Justice; Interior; Commerce; Agriculture; Labor; Health, Education and Welfare; Housing and Urban Development; and Transportation; The General Services Administration; the Small Business Administration; the Office of Management and Budget; the Council of Economic Advisors; the Arms Control and Disarmament Agency; the Environmental Protection Agency; and the Civil Service Commission.

b. The Office of Economic Adjustment (OASD (I&L)) is the Department of Defense activity responsible for carrying out the President's commitment that "We will continue to help local communities by mobilizing and coordinating all the resources of the Federal Government to overcome temporary difficulties created by the curtailment of any Defense activity."

c. The Department of the Army intends to cooperate fully with local communities in fostering economic recovery in impacted areas. It remains an Army objective to assist in any way possible to enhance the continued and productive utilization of available facilities to support the needs of the community, whether they be industrial, educational, recreational, or commercial. This sensitivity to community interests will help to ease the impact resulting from Army installation closures or realignments. Reference: AR 700-113.

2-3. Data Requirements.

a. To assist the Economic Adjustment Committee in its responsibilities, certain data related to the community are required. To this end, a community data questionnaire has been developed and is included in appendix A. If the community needs assistance, the installation commander should complete the questionnaire with the assistance of community leaders. Copies of the community data sheet will be provided the Economic Adjustment Committee representative at the time of his initial visit to the installation. In addition, one copy of the completed questionnaire should be forwarded to Headquarters, Department of the Army (DAEN-ZCI), Washington, DC 20310.

b. A Military Facility Data Sheet, which provides general information regarding facilities available at the affected

installation, should be completed and, when appropriate, made available to the community planners and to the Economic Adjustment Committee representatives. An example of the type of data to be provided about the impacted installation is in appendix B.

2-4. Economic Adjustment Committee Information Requirements.

In addition to a community data sheet, the following is the minimum information desired by the Economic Adjustment Committee in assessing community impact and developing assistance plans. These items should be accumulated by the designated installation economic adjustment liaison officer after public announcement of the realignment action, although some items may be easily obtained at an earlier date.

- a. Local planning studies by community: industrial plans, economic base studies, and labor market studies.
- b. Maps of the installation and local community.
- c. Photographs of key facilities and other major points of interest.
- d. Copies of local newspaper clippings pertaining to the action.

2-5. Economic Adjustment Milestones.

Table 2-1 provides a schedule of planned milestones for economic adjustment assistance in impacted areas.

2-6. Example of Completed Action.

An example of a completed Defense action which reflects the types of actions taken in support of a reduction in installation operations is available upon request from the DA point of contact. Within Headquarters, Department of the Army, the focal point for economic assistance matters is the Office of the Assistant Chief of Engineers, DAEN-ZCI; AUTOVON 22-43985.

Table 2-1
Economic Adjustment Milestones

<i>Day</i>	<i>Action</i>
0	Public announcement of base realignment action.
5	Community organizes for economic adjustment activities; requests assistance of Inter-Agency Economic Adjustment Committee (IAEAC).
15	Reconnaissance visit by individual representing IAEAC.
45	Decision of Director, Office of Economic Adjustment, OASD (I&L), regarding community's needs and nature and extent of assistance required.
60-63	IAEAC Team visits installations and community.
85	IAEAC Team Report submitted with proposed Installation Use Plan, if appropriate.
100	Interim license for civil use issued, if appropriate.

Chapter 3

REAL PROPERTY DISPOSAL

3-1. Procedures.

a. In those actions that may involve excessing real property, the installation commander should, in accordance with AR 40570, initiate a real property utilization survey to determine if the long-term mission and use of the installation require that all real property be retained. Further, he should submit, through established command channels to the major command or the head of the using service, a report on real property which in his opinion can be excessed. The report will include the number of acres, general location, and original acquisition cost of the land and any improvements. Within 30 days after public announcement, the major commander or the head of the using service will provide the Office of the Chief of Engineers, Headquarters, Department of the Army (DAEN-REM), a consolidated listing of the real property which can be excessed.

b. Following these determinations, and after DA confirmation that real property disposals should be made, the major commands will be requested to submit a report of excess covering the real property, pursuant to paragraph 8, AR 405-90. The affected installation commander will be an information addressee. The report will be prepared at the installation and forwarded through established command channels. On receipt, the Office of the Chief of Engineers will take necessary action to dispose of the excess property. The District Engineer in whose District the excess property is located will screen the property with other Department of Defense components and agencies and with the United States Coast Guard.

c. If no other military requirements exist and if the property has a fair market value in excess of \$50,000, the Office of the Chief of Engineers will prepare and submit a disposal report, as required by 10 USC 2662, through the Assistant Secretary of the Army (Installations and Logistics) to the Assistant Secretary of Defense (Installations and Logistics) for approval prior to submitting the report to the Congressional Armed Services Committees. A copy of the report will also be furnished to the individual Member of Congress in whose District the property is located. The House Armed Services Committee normally conducts hearings on the disposal projects submitted to the Congress.

d. If, after the 30-day waiting period required by law, no objection is raised by the Congress, the appropriate District Engineer will submit a Report of Excess (Standard Form 118) to the General Services Administration (GSA) Regional Office. The time of submission of the report varies, depending on the time required to develop detailed data to include tract description, ownership data, and buildings, structures, and utilities description. If the property to be excessed has a fair market value of less than \$50,000, the property is reported to the GSA Regional Office by the appropriate District Engineer without reference to Headquarters, Department of the Army.

3-2. Funding and Disposal.

a. From the date of acceptance of the Report of Excess by the GSA, the holding agency, i.e., Army, must fund for the care and custody of the property for approximately 15 months. This allows the GSA time to include this cost in its budget. After the 15-month period, the GSA reimburses the holding agency for these costs until actual disposition of the excess property.

b. The GSA will screen the excess property with all other Federal agencies. If no other requirement exists, the State and local governments are given an opportunity to acquire the property for airports, parks, health or educational purposes. If no requirement exists for these purposes, the property is offered for sale to the general public by sealed bids, public auction or by negotiated sale.

3-3. Leasing of Facilities.

a. Inleasing and out-leasing actions already in being will not be terminated after public announcement but will be addressed in the report of excess submitted in accordance with AR 405-90.

b. Outleasing of facilities after public announcement of a realignment action is considered unusual in nature; however, if approved by the commander concerned, a report of availability pursuant to AR 405-80 will be submitted to Headquarters, Department of the Army (DAEN-REM), Washington, DC 20314. In the case of a pending outleasing action, the commander concerned will continue to maintain and protect the excess property.

3-4. Building Disposal.

Disposition of structures approved for disposal prior to public announcement should be terminated, and the buildings included in the report of excess submitted in accordance with AR 405-90. Disposal action may be allowed to continue if it has progressed beyond a reasonable termination point.

3-5. Special Categories of Real Property.

a. Technical guidance will be provided as required in the closure of medical facilities (see para 4-8).

b. Disposal of excess family housing is governed by the same regulations as all other real property.

3-6. Real Property Disposal Milestones.

a. GSA normally will require from 10 months to 3 years to complete disposal although this process may take longer. GSA pamphlet, Disposal of Surplus Real Property, explains disposal for public and private use.

b. Table 3-1 provides a schedule of planned milestones for disposal of real property. Where these milestones apparently conflict with provisions of Army regulations or other directive authority, the directive reference will govern, except that no action may result in violation of announced DOD guidelines.

3-7. DA Point of Contact.

Within Headquarters, Department of the Army, the focal point for real property disposal actions is the Real Estate Directorate (Management and Disposal Division), Office, Chief of Engineers (DAEN-REM); AUTOVON 22-36109.

Table 3-1
Real Property Disposal Milestones (AR 405-90)

<i>Day</i>	
0	Base realignment announcement.
30	Major commands or the head of the using service submit listing of real property which can be excessed to HQDA.
45	DA submits to ASD(I&L) list of consolidated real property excesses.
55	Command submission of a Report of Excess to HQDA.
57	Approval of Report of Excess by HQDA.
72	Screening by the Office, Chief of Engineers, completed within the DOD and with the U.S. Coast Guard.
72	Title 10 Disposal Report to ASD(I&L) for approval (10 USC 2662).
75	Title 10 Report to Congressional Armed Services Committees.
105	Congressional clearance.
135	Report of Excess (Standard Form 118) from District Engineer to GSA Regional headquarters.
135-170	GSA Federal screening.
170-260	GSA appraisal.
205-235	GSA disposal plan prepared.

Chapter 4

EXCESS PERSONAL PROPERTY RESULTING FROM CLOSURE OF AN INSTALLATION

4-1. General.

a. The Economic Adjustment Program, coordinated by the Director, Office of Economic Adjustment, Office of the Assistant Secretary of Defense (Installations & Logistics), may have requirements for some of the Army excess personal property resulting from either an installation or activity closure or a substantial reduction in activity. All Army activities engaged in the control, handling, screening, storing, or processing of Army personal property located at an affected installation are required to participate in this program when requested by the Director, Office of Economic Adjustment.

b. This chapter sets forth the policies and procedures for using the excess personal property resulting from an installation closure or major realignment action. Guidance is included for such specialized personal property as laundry and drycleaning equipment, surcharge-funded commissary equipment, and medical and religious property and equipment. Milestones covering the disposal of installation personal property are also identified.

4-2. Policy.

Department of the Army policy for using personal property resulting from the closing of Army installations is as follows:

a. To minimize economic disruptions resulting from the closing of Army installations, the timing of real and personal property screening activities can be adjusted at installations declared excess. This is to conform, insofar as practicable, with plans of Federal or State agencies and the nearby communities for productive civilian use of the excess facilities.

b. Screening of personal property will be expedited. With the exception of property earmarked for the civilian community, all property for which a requirement exists will be removed from the installation as soon as it becomes available, but not later than 30 days prior to the closure date.

c. Personal property related to installation closures will be declared excess unless—

(1) It is essential to a mission which is being relocated or to the installation where the functions are being reduced.

(2) It is required to meet the approved force acquisition objective. Any redistribution of property from a surplus military facility will meet cost effectiveness standards. Such factors as dismantling, packing and crating, necessary repairs, installation, and the anticipated remaining economic life of the property will be considered.

(3) It was purchased with nonappropriated funds. In this case, normal procedures governing the processing of such property will be followed. (See sec V, chap. 6, for procedures pertaining to dissolution of nonappropriated funds.)

d. Personal property not included in the categories indicated in c above will be processed as follows:

(1) The Installation Accountable Property Officer will report excess property to the appropriate National Inventory Control Point (NICP).

(2) The NICP will screen excess reports for Army requirements and furnish disposition instructions for redistribution of the property when applicable.

(3) Property in a reportable category and not selected for reutilization within the Army is reported to the Defense Property Disposal Service (DPDS) by the Accountable Property Officer for screening against other DOD requirements.

(4) If no DOD requirements exist, the DPDS reports the property to the General Services Administration (GSA) for screening to satisfy requirements of other Federal agencies.

(5) In the absence of an existing Federal requirement, the property is eligible for transfer to the local community under installation closure procedures.

Note. All reports will be plainly marked "Installation Closure Items; Closure Date..."

e. Personal visits by representatives from the parent major command and by commodity managers to installations scheduled for closure are encouraged. During these visits, available property should be inspected and its usefulness assessed.

4-3. Processing Excess Items.

Items identified as excess which are desired by the community will be reviewed by interested Federal agencies and the Office of Economic Adjustment to determine if they are actually required. After review and if approved, the community's list of desired items will be transmitted to the installation commander. These items will remain in the holding account and be reported to GSA in accordance with appropriate procedures. No items excess to DOD contained in the approved list will be removed from the holding account without prior approval of GSA.

4-4. Personal Property Disposition Milestones.

a. Table 4-1 provides a schedule of planned milestones for the disposition of personal property. Where the

milestones apparently conflict with provisions of Army regulations or other directive authority, the directive reference will govern, except that no action may result in violation of announced DOD guidelines.

b. Thirty days prior to the planned installation closure date, all personal property not required by the Department of the Army or the DPDS, will be turned over to the Defense Property Disposal Officer for final disposition. Property for which disposition instructions have been received must have been removed. Property earmarked for the local community is an exception to the foregoing.

4-5. References.

Guidance on disposal procedures are contained in chapter 4, AR 755-2, the AR 735 series, especially AR 735-5, governing property accountability, and AR 755-1 which pertains to the reporting, utilization, and redistribution of excess personal property.

4-6. DA Point of Contact.

Within Headquarters, Department of the Army, the focal point for personal property disposal actions is the Supply and Maintenance Directorate, Office of the Deputy Chief of Staff for Logistics (DALO-SMS); AUTOVON 22-52795. Points of contact for specialized personal property are indicated in the appropriate paragraphs below.

4-7. Disposition of Maintenance and Services Equipment.

a. Prior to excessing facilities engineer maintenance and services (M&S) equipment, provision will be made to satisfy the requirements of the caretaker detachment when the installation is placed in an inactive status. Disposal of M&S equipment will be in accordance with AR 420-30.

b. Within Headquarters, Department of the Army, the point of contact for M&S equipment is the Facilities Engineering Directorate, Office of the Chief of Engineers (DAEN-FEB); AUTOVON 22-36948.

4-8. Disestablishment of Medical Activities.

a. Disposal of medical personal property will be in accordance with Army regulations in the 710, 735, and 755 series. Additional information may be obtained from the 40 series Army regulations, particularly AR 40-2 for medical libraries, AR 40-61 for medical materiel, and AR 40-403 for health records; for disposition of other medical records, see AR 340-18-9.

b. Points of contact are—

- (1) Commander, United States Army Health Services Command (USAHSC), Fort Sam Houston, Texas 78234.
- (2) Commander, United States Army Medical Materiel Agency (USAMMA), Phoenixville, Pennsylvania 19460. (After 1 June 1974, Fort Detrick, Maryland 21701.)
- (3) Health Care Operations Directorate, The Surgeon General's Office, Headquarters, Department of the Army, (DASG-HCL), Washington, DC 20314; AUTOVON 22-35560.

c. Responsibilities:

- (1) The Surgeon General will—
 - (a) Coordinate the medical facility closure at DA level.
 - (b) Arrange for assistance as required from USAMMA.
- (2) Commander, United States Army Health Services Command, will—
 - (a) Insure that a phasedown schedule for the medical activity is prepared and disseminated.
 - (b) Identify supported activities and insure that arrangements are made for their support from other sources.
 - (c) Establish procedures to account for and dispose of materiel received after actual closure of the medical stock record account.
 - (d) Provide mission-oriented guidelines for property disposition.
 - (e) Provide guidance for resolution of matters not covered in this pamphlet.
 - (f) Provide specific guidance and assistance to the hospital commander and follow up to completion all actions connected with the medical facility closure.
- (3) Commander, United States Army Medical Materiel Agency, will—
 - (a) Provide assistance as requested by The Surgeon General and USAHSC.
 - (b) Act as point of contact in the reporting, redistribution, and disposition of excess medical personal property. Direct contact between USAMMA and the medical activity is authorized.
- (4) The medical activity commander at the affected installation will—
 - (a) Reduce medical materiel inventories during the phasedown period through timely excess reporting and disposal action, cancellation of outstanding requisitions as appropriate, and screening of customer inventories and requests.
 - (b) Coordinate with installation direct support activities to reduce inventories of other than medical materiel.
 - (c) Coordinate with the installation procurement office the cancellation of ongoing procurement actions and the scheduling of the termination of contracts.

(d) Based upon mission requirements, identify all remaining personal property for condition and appropriate disposition through transfer, turn-in, mothballing, or property disposal action.

(e) Arrange for termination of DOD Activity Address Codes assigned to the medical activity and the medical library account.

(f) Close out the medical stock record account, the installation medical property book, and the medical library account in accordance with phasedown schedules, insuring proper interface with accounting systems.

4-9. Disestablishment of Army Commissaries.

a. AR 31-200 contains procedures for disestablishment of Army commissaries and for disposition of troop issue and resale items. Prior to a determination that the installation commissary should be disestablished, an analysis will be made of the residual active duty military population to be supported.

(1) If the number of active duty military patrons, regardless of service or place of residence, is in excess of 500, then Headquarters, Department of the Army, in accordance with paragraph 2-6b, AR 31-200, must be requested to determine if the operation of the commissary is to be continued. The request for determination, with recommendation and supporting data, will be forwarded through command channels to Headquarters, Department of the Army (DALO-SMT-C), Washington, DC 20310 (Troop Support Division, Supply and Maintenance Directorate, ODCSLOG; AUTOVON 22-74322).

(2) If the residual supported active duty military population is less than 500, the dis-establishment determination may be made by the major commander and reported as outlined in paragraph 2-6f, AR 31-200.

b. Commissary disestablishment requires detailed coordination between the planning Commissary Officer and Purchasing and Contracting Officers. As a minimum, this planning should include:

(1) Review of contracts for resale and troop issue items for possible cancellation, extension, or other modification which may be required.

(2) Phased drawdown of stocks of troop issue and resale items to achieve as near zero balance as possible concurrent with installation closure.

(3) Provisions for a residual commissary workforce after discontinuance of troop issues and closure of the commissary store to permit closing the account and disposal of remaining stocks.

4-10. Disposition of Commissary Surcharge-Funded Equipment.

Disposition instructions for commissary store equipment are set forth in paragraphs 3-1 and 3-2 of SB 725-10. Reports required by these paragraphs should be submitted to the Commander, United States Army Troop Support Agency, Fort Lee, Virginia 23801, which is the success or command to the United States Army Food Service Center cited in the Supply Bulletin.

4-11. Food Service Actions.

a. Food service and KP contracts require detailed review for possible cancellation, modification, or renegotiation in the event of either a complete closure or a significant reduction in personnel supported.

b. Equipment used in installation dining facilities is routinely Government-furnished material. The installation accountable officer will be guided by the provisions of paragraph 3-60, AR 710-2, in reporting excess property which will result from closure of a food service facility. Mechanical kitchen equipment at inactive installations will be maintained in accordance with paragraph 43, AR 210-17.

c. Within Headquarters, Department of the Army, the point of contact for food service actions is the Supply and Maintenance Directorate (Troop Support Division), ODCSLOG, (DALO-SMT); AUTOVON 22-51201.

4-12. Laundry and Drycleaning Equipment.

a. Disestablishment of a Facility. Authority is granted to laterally transfer serviceable equipment installed in laundry and drycleaning plants to other installations within the major command.

(1) Serviceable equipment which is excess to the requirements of the major command should be reported to the Commander, United States Army Troop Support Agency, ATTN: DALO-TAS, Fort Lee, Virginia 23801, for possible lateral transfer to other major commands. Such excess equipment should be reported by Federal stock number, nomenclature, model, serial number, manufacturer, and date of procurement. The cost of packing, crating, and transportation should be borne by the recipient.

(2) Upon request, the Commander, United States Army Troop Support Agency, will provide technical assistance to major commands in determining the serviceability of laundry and drycleaning equipment. Reference: Paragraphs 1-5 and 1-6, AR 210-130.

b. Inactivation of a Facility. When an installation is being placed in an inactive status, the provisions of paragraph 30, AR 210-17, are applicable to the inactivation of the installation laundry and drycleaning facility.

c. DA Point of Contact. Within Headquarters, Department of the Army, the focal point for matters pertaining to the

disposition of laundry and drycleaning equipment is the Supply and Maintenance Directorate (Troop Support Division), ODCSLOG (DALO-SMT); AUTOVON 22-71411.

4-13. Religious Property and Equipment.

a. Chapels and ecclesiastical property will be disposed of in accordance with AR 210-115. Dissolution of the Chaplains' fund is governed by AR 230-36 and is discussed further in section V, chapter 6, this regulation.

b. Significant Chaplain historical items and memorabilia will be forwarded to the United States Army Chaplain Center and School, Fort Hamilton, New York 11252.

c. The DA point of contact for the disposition of religious personal property is the Administration and Management Division, Office, Chief of Chaplains (DACH-AM); AUTOVON 22-35260.

4-14. Disposition of Transportation Assets.

a. Administrative vehicles. Administrative vehicles for redistribution will be reported through command channels at the earliest practicable date following public announcement, in accordance with paragraph 2-6, AR 700-88. Other vehicles will be disposed of as prescribed in paragraph 2-11, AR 700-88. Prior to taking disposition action, consideration will be given to vehicle requirements of the caretaker detachment when the installation is placed in an inactive status. Vehicle disposition reports will be submitted as prescribed in TM 38-750.

b. Railway, watercraft, and marine equipment. All utility railway equipment, administrative watercraft, and marine equipment will be reported to the commodity manager at the US Army Troop Support Command, St. Louis, Missouri 63120, for disposition instructions. Railway equipment will be referred to AMSTS-SMM; AUTOVON 693-2377. Watercraft and marine equipment will be referred to AMSTS-KW; AUTOVON 693-2361.

c. Point of contact. Within Headquarters, Department of the Army, the point of contact for the redistribution of transportation assets is the Army Transportation Directorate, Office of the Deputy Chief of Staff for Logistics (DALO-TRR-M); AUTOVON 22-44053 or 22-44054.

Table 4-1
Milestones for Disposition of Personal Property* (AR 755-2)

<i>Day</i>	<i>Action</i>
0	Base realignment announcement.
0-60	Installation level personal property screen.
61-120	NICP screen of installation-reported excesses.
121-180	DPDS screen of NICP-released excesses.
181-210	Disposal of property in accordance with DPDS instructions.
211	List of excess property furnished community leaders and the Director of Economic Adjustment, Office of the Assistant Secretary of Defense (Installations & Logistics).

***Does not include office furniture for disposal. See AR 755-2.**

Chapter 5

PERSONNEL POLICIES AND PROCEDURES

Section I

GENERAL

5-1. Purpose.

This chapter provides guidance on military and civilian personnel actions resulting from base realignments. Information pertaining to assistance available under the Homeowner's Assistance Program is also included.

5-2. Personnel Management.

It is the intent of Headquarters, Department of the Army, that all available measures be taken to lessen the impact on military and civilian personnel during the implementation of base realignment actions. Prior coordination and integration of related personnel actions will be necessary throughout the implementation period.

5-3. Race Relations/Equal Opportunity.

Effective management of personnel adjustments requires positive action by commanders to insure that equal opportunities are provided to all military and civilian personnel affected by installation realignment actions. In this regard, all relocating personnel are to be afforded equal care, treatment, and concern during processing to preclude allegations of racial or ethnic discrimination. This is a particularly sensitive area during an installation closure when emotions and tensions may be strained.

Section II

MILITARY PERSONNEL

5-4. Military Personnel Policies and Procedures.

During the planning for a major realignment action, maximum consideration should be given to reducing personnel turbulence.

a. Maximum use will be made of personnel already located at an installation or within the local area to fill personnel requirements. This includes cross-leveling between commands; e.g., a clerk typist should not be moved from one school location to another, since this common skill should be available at both locations. When a permanent change of station (PCS) is necessary, the earliest possible notification should be given to the affected personnel; 120 days has been established as the desired goal.

b. To promote maximum stability for all grades, the following policies should be observed as far as possible:

(1) Personnel currently filling positions which will be eliminated should be extended in that position until its elimination.

(2) Positions which are scheduled for elimination or reallocation and are currently vacant should not be filled.

(3) Personnel due into a location should be diverted if their positions are to be transferred or abolished.

5-5. Personnel Actions.

All personnel actions should be expedited and close followup action taken on actions for individuals affected by base realignments as the date for implementation draws near.

5-6. Military Personnel Information Systems.

Reporting requirements of the AR 680 series must be considered and accomplished for all Active Army military personnel when basic identifying data elements are affected; i.e., changes in command assignment code, unit status code, location data code, etc. References: AR 680-2, AR 680-31, and AR 680-60.

5-7. Personnel on Temporary Duty (TDY).

Personnel TDY to or from an installation affected by a major realignment should have their status clarified as soon as possible and appropriate personnel action taken.

5-8. Permanent Change of Station.

Delegation of authority to approve waivers of fiscal year limitations (second PCS) for reassignment of personnel from inactivated installations is set forth in paragraph 8, AR 614-6. All other PCS moves, with the exception of those exemptions listed in paragraph 7, AR 614-6, require Headquarters, Department of the Army, approval.

5-9. Alcohol and Drug Abuse.

Individuals in any phase of alcohol or drug abuse rehabilitation will be processed in accordance with applicable personnel and medical regulations and the provisions of DA Circular 600-85: Alcohol and Drug Abuse Prevention and

Control Program. Salvageable materials peculiar to the Alcohol and Drug Program will be forwarded to the next higher headquarters for redistribution as appropriate.

5-10. Termination of Housing Assignment.

Following notification of housing assignment termination or permanent change of station, maximum housing referral assistance will be provided to the families being displaced. Insure that DD Form 1746 (Application for and Assignment to Military Family Housing) is completed and mailed to individual's new duty station. References: paragraph 10-28, AR 210-50; AR 210-51.

5-11. Early Release.

Military personnel assigned to a unit scheduled for PCS, inactivation, or demobilization, or to an installation scheduled for inactivation, and who cannot be utilized effectively within other units at the same station, may be separated from active duty up to 90 days in advance of the expiration of their term of service or relief from active duty date. References: paragraph 3-84, AR 635-100, and paragraph 5-15, AR 635-200.

5-12. Operational Deferrals.

a. Officers. Operational deferrals for key officers scheduled for PCS who need to be retained to manage an installation inactivation will be submitted by electrical message to the Officer Personnel Directorate (Deputy Director for Officer Distribution), Headquarters, Department of the Army (DAPC-OPD-DD), for all officers except those in the Chaplains Branch, the Judge Advocate General's Corps, and the Army Medical Department. Deferrals for these officers will be approved by their respective career branches. Information required: name, grade, SSN, branch, scheduled departure date, new assignment, reporting date, allocation number, and justification.

b. Enlisted Personnel. Key enlisted personnel in receipt of DA-issued assignment instructions may be operationally deferred when it is determined by the local commander that retention of the individual is mission essential. As an exception to chapter 7, AR 614-200, commanders are authorized to request such deferrals by electrical message sent directly to Headquarters, Department of the Army, Enlisted Personnel Directorate (Assignment Control Division) (DAPC-EPC-A). The following information will be furnished for each individual for whom deferment is requested: Name, SSN, grade, primary MOS, assignment authority, availability date, unit of assignment, Enlisted Personnel Directorate control and line number, and justification for the request.

5-13. Surplus Personnel, Diversions, and Cancellations.

The United States Army Military Personnel Center (MILPERCEN) will publish instructions to each affected installation, on an individual basis, concerning surplus personnel, diversions, and cancellations of outstanding requisitions.

5-14. Qualitative Management Screening Boards.

The provisions of chapter 4, AR 600-200, continue to apply.

5-15. Promotion of Enlisted Personnel.

a. Promotion to grades E-7 through E-9. All promotions to these grades are accomplished at Headquarters, Department of the Army (chap. 7, AR 600-200).

b. Promotion to grades E-5 and E-6. For promotion to grades E-5 and E-6, it is emphasized that, in accordance with chapter 7, AR 600-200, E-4's and E-5's who meet the monthly promotion cutoff scores as announced by Headquarters, Department of the Army, will be promoted by the losing commander up to the reporting date to the gaining unit specified in the assignment orders. Upon reassignment prior to promotion, the unit/Installation promotion board proceedings, together with a copy of the local recommended list, will be included in the Military Personnel Records Jacket for necessary action by the gaining unit commander.

c. Promotion to grades E-2 through E-4. For promotion to these grades, the provisions of chapter 7, AR 600-200, apply. These promotions are made by commanders of units to which individuals are assigned, so long as eligibility requirements are met. There are no provisions for individuals in these grades to be promoted in transit. However, in the case of individuals who will not fully satisfy promotion criteria prior to departing the unit in-transit to a new station, losing commanders are encouraged to place a letter in the individual's file advising the gaining commander of the intent to promote.

5-16. CONUS Station of Choice (SOC) Enlistments.

a. When possible, individuals who are enlisted under the SOC option will remain assigned to a unit of choice for a minimum period of 12 months, except as indicated in line 6(h), table 5-45, AR 601-210. Should these exceptions occur, disposition of individuals will not constitute a breach of the enlistment commitment. Base closures and realignments not covered in the exceptions indicated could result in a breach of the enlistment commitment. Individuals so affected may be retrained and utilized in accordance with AR 600-200. The reasons for retraining must be fully explained, including the individual's right to initiate an unfulfilled enlistment claim. Such claims will be processed in accordance with paragraph 5-5, AR 601-210.

b. Should an individual be selected for training in an MOS for which he did not enlist, reclassification actions will be in accordance with AR 600-200. The individual will be offered the opportunity to retain his primary MOS. If he elects to retain this MOS as his primary, he must remain proficient for reenlistment, subsequent reassignment, and MOS evaluation purposes.

Caution

Training of SOC enlistees in other skills could result in unfulfilled commitments unless enlistees have completed advanced individual training or on-the-job training, with subsequent award of the MOS for which enlisted.

c. Individuals who cannot be retained/assigned within existing installation resources will be reported for assignment under the provisions of chapter 8, AR 614-200. The report will also indicate the individual's new negotiated enlistment commitment. Additionally, SOC enlistees may be counseled on an individual basis concerning their waiver rights provided care is exercised to avoid coercion.

Section III CIVILIAN PERSONNEL

5-17. Civilian Personnel Office Staffs.

The DOD Program for Stability of Civilian Employment provides that, where there is displacement of large numbers of employees, "actions will be taken to assure that placement assistance efforts receive adequate resource backing in additional personnel and funds required to operate an effective program." Because of the critical nature of the civilian personnel office function during base realignment actions, those offices may require temporary augmentation in terms of additional employees. Consequently, no reduction should be made in a civilian personnel office staff until the commander is assured that such reduction will not adversely affect fulfillment of his responsibility for effectively managing the reduction in force and following through on the Army's commitment to each individual employee. Reference: DOD 1400.20-1-M.

5-18. Priority Placement Program.

The DOD Priority Placement Program is an automated, Defense-wide program to locate positions for employees scheduled for involuntary separation or demotion by reduction in force, or who decline functional transfer outside their commuting area. By issuance of "stopper lists" from the program's central data bank in Dayton, Ohio, any installation or activity having a vacancy is prevented from filling that position by transfer, promotion, reassignment, or hire so long as the stopper list contains the name of an adversely affected employee who qualifies and is available.

5-19. Employee Information Program.

Each employee adversely affected by a realignment action must be fully informed of the personnel placement program and related available options. A pamphlet designed to provide such information has been developed (DOD 1400.20-1-P). It covers such subjects as placement assistance, retirement, leave, pay, etc.

5-20. Equal Employment Opportunity.

One of the objectives of civilian personnel management is to maintain special employment programs and minimize any adverse impact on female and minority group employees. Accomplishment of this objective should not detract from efforts being made to assist all employees adversely affected by base realignment actions; however, commanders should be cognizant of the unique concerns and special problems of minority group and female employees. All management personnel should become familiar with the general provisions of the Equal Employment Opportunity Act of 1972 and chapter 713, CPR 700.

5-21. Exclusive Bargaining Units.

a. Base realignment actions frequently alter the structure of many exclusive bargaining units. In order to limit the impact on existing labor-management relationships, commanders will maintain the status quo with respect to bargaining unit structure, dues check-off, and other representation agreements at affected locations until all personnel moves have taken place.

b. Appropriate commanders will review the local situation and discuss any bargaining unit or representational questions with the command headquarters or Department of the Army Staff agency to which the installation reports before taking any action. This procedure has been indorsed by the unions having national consultation rights with the Department of the Army.

5-22. Summary of Civilian Personnel Actions.

A monthly report summarizing civilian personnel actions resulting from installation closings and major reductions will

be submitted in accordance with appendix A to DOD 1400.20-1-M. This report covers actions occurring during the current month and are cumulative for the fiscal year.

5-23. Transfer Within Local Community Areas.

DOD 1400.20-1-M prescribes that displaced employees be promptly released when they are selected for transfer to continuing positions. In no event may an employee's opportunity for transfer to a continuing position be diminished by refusal to release him within a reasonable period. Commanders will assure close coordination and a cooperative effort in negotiating transfers of employees between organizations, in order that such transfers do not work undue hardship upon the employees or upon either organization.

5-24. Waiver of Civilian Personnel Program Requirements.

a. Certain aspects of the Civilian personnel program requirements may be waived by commands which are adversely affected in a significant manner by base realignment actions. In addition, request for waiver of other civilian personnel program requirements may be forwarded through the major command headquarters to the Civilian Personnel Directorate, Office of the Deputy Chief of Staff for Personnel, Headquarters, Department of the Army (DAPE-CPE), for consideration.

b. The purpose of such waivers is to permit diversion of resources to accomplish necessary personnel actions, outplacement of employees, and strict observance of employee rights. Information on the waiver of such program requirements is found in directives, such as letters of instructions, which are issued periodically by Headquarters, Department of the Army.

5-25. Job Stability.

In any placements made as a result of base realignment actions, no permanent employee will be assigned to a position which is only to last a year or less. An exception may be made when such assignment is the only way to satisfy the employee's right to a job offer, as provided in chapter 351 of the Federal Personnel Manual. The purpose of this provision is to provide a better measure of stability to affected employees and their families.

5-26. Personal Inquiries.

While employees are free to direct inquiries to Members of Congress, management officials, or others of their choosing, efforts should be made to first channel individual inquiries to the local civilian personnel office. That office should be prepared to provide to employees the best information available on their retention standing, job offers, and other rights and benefits. Civilian Personnel Officers should, therefore, be fully apprised of and actively participate in management decisions concerning reductions in force and transfer of functions.

5-27. References.

The following is a list of references pertaining to civilian personnel matters, which may be applicable in base realignment actions.

Table 5-1
References

<i>Subject</i>	<i>Regulation</i>
Transfers and Separations:	
Reduction in Force	CPR and FPM 351
Other Separations	CPR and FPM 752-1
Furloughs	CPR 351; FPM 752-1
Transfer of Functions	CPR and FPM 351
Placement Assistance:	
DOD Priority Placement Program (PPP)	CPR and FPM 330 and 351; DOD Manual 1400.20-1-M
CSC Displaced Employee Program	CPR and FPM 330 and 351
Local Placement Program	CPR and FPM 330 and 351
Civil Service Retirement:	
Discontinued Service Retirement	CPR and FPM 831 and Suppl
Deferred Retirement	CPR and FPM 831 and Suppl
Refund of Retirement Reductions	CPR and FPM 831 and Suppl
Leave:	
Annual Leave	CPR and FPM 550 and 630
Sick Leave	CPR and FPM 550 and 630; FPM Supply 831
Compensation:	
Pay	CPR and FPM 550
Final Salary Check	FPM 531 and Suppl
Salary Retention	FPM 531 and Suppl; FPM 532
Severance Pay	FPM 550 and Suppl
Unemployment Compensation	CPR and FPM 850
Federal Employee Group Life Insurance Program	FPM 870 and Suppl
Federal Employee Health Benefits Program	FPM 890 and Suppl
Appeals:	
What May Be Appealed	CPR and FPM 351
Appeal and Grievance Procedures	CPR and FPM 771
Travel and Transportation	Vol 2, Joint Travel Regulation

Section IV HOMEOWNERS ASSISTANCE PROGRAM

5-28. Legislative Entitlements.

a. Section 1013, Public Law 89-754, 3 November 1966, as amended, established the Homeowners Assistance Program (HAP) for the purpose of reducing losses suffered by eligible military and civilian personnel who must relocate as a result of base realignment action and are unable to sell their homes under reasonable terms and conditions.

Benefits available consist of relief from loss of private sale, Government purchase, or foreclosure. The HAP is administered for all Defense agencies by the Office of the Chief of Engineers.

b. In addition to relief which can be obtained through Public Law 89-754, civilian personnel being transferred to new duty stations may be entitled to additional benefits under Public Law 89-516. The relief available under this law relates to the costs of sale of their old homes and purchase of their new homes.

5-29. Commander's Responsibility.

Immediately following the announcement of a realignment action, the commander concerned should take action to advise affected personnel to contact the installation civilian personnel office or the United States Army District Engineer office in whose district the installation is located. These offices can provide detailed information and guidance on procedures to be followed to obtain relief.

5-30. Points of Conduct.

Within Headquarters, Department of the Army, the focal point for Homeowners Assistance Program is the Real Estate Directorate (Homeowners Assistance Division), DAEN-REH; AUTOVON 22-36784. A listing of designated District Engineer offices is contained in AR 405-16.

Chapter 6 INSTALLATION SUPPORT SERVICES

Section I GENERAL

6-1. Purpose.

In the case of an installation closure, provision must be made for the orderly phase-out of installation support services by the time the installation is placed in a caretaker status. This chapter identifies the more common of these support activities and provides guidance for their termination.

6-2. Supply and Procurement Actions.

In the development of the phase-down plan, requisitioning officials and procurement personnel should review existing contracts for possible modification or termination for the convenience of the Government. In addition, supply actions for which there is no longer a valid requirement should be canceled or frustrated. Ordering officers should contact the responsible contracting official for guidance on all procurement actions which cannot be completed, including final payment, prior to installation closure.

6-3. Area Support.

Activities being supported by an installation, whether as tenants or located off-post, should be notified as far in advance of the proposed realignment as possible. If the existing support arrangement is to be terminated, the host installation should assist the supported activities in obtaining the required services from other sources. Policies and procedures concerning the provision of installation support service are contained in AR's 1-35, AR 37-19, AR 37-49, and AR 235-5.

6-4. Litigation.

a. Prior to closing an installation or any portion thereof, necessary protective measures should be taken to minimize exposure of the United States Government to liability for negligence. Advice of the supporting judge advocate should be sought early in the inactivation planning to insure that necessary measures will be taken to protect the public from nuisances or hazardous conditions.

b. Government liability could arise from failing to eliminate hazardous conditions, such as removal of duds from ranges or the clearing of all ammunition and chemical storage areas; enclosing or filling pits, pools, and excavations; the deactivation of electrical lines and transformers; and insuring that road systems are closed or provisions are made for proper maintenance by other authority.

Section II ADMINISTRATIVE SERVICES

6-5. Issuance of General Orders.

a. The host installation should coordinate with the appropriate command for the publication of general orders to transfer, inactivate, or discontinue units and organizations located on the installation being inactivated. Distribution of all general orders pertaining to realignment actions will include Headquarters, Department of the Army, in the number

of copies indicated:

20—DAAG—AMO—D
5—DAFD—MFD
1—DAFD—MFA
1—DAFD—MFP

b. References AR 310-49; and TC 001, appendix A, AR 310-10.

c. Within Headquarters, Department of the Army, the focal point for The Army Authorization Documents System is the Doctrine and Organization Directorate, Office of the Assistant Chief of Staff for Force Development (DAFD-DO); AUTOVON 22-55712. The point of contact for the publication of general orders is the Administrative Management Directorate (Field Policy Division), The Adjutant General Center, (DAAG-AMP); AUTOVON 22-30718.

6-6. Postal Service.

a. Where money order transactions or postage stamp sales are conducted by the military postal facility, such services will be terminated and the accounts closed in accordance with instructions of the servicing United States Postmaster.

b. Mail directory service for departed individuals will be provided in accordance with chapter 5, AR 65-75. Troop locator service for departed units will be governed by the volume of mail involved and the destination of the reassigned unit. Inactivated units must provide instructions for disposition of official mail.

c. At installations scheduled to be reduced to a population of less than 3,000 or to be placed in a caretaker status pending release from Army control, the local commander will coordinate with the servicing United States Postal Service official to insure continued mail service for as long as necessary. Unresolved problems will be referred through channels to Headquarters, Department of the Army (DAAG-MAO), Washington, DC 20314.

d. Pertinent directives:

(1) For mail processing at the unit level: AR 65-75.

(2) For units departing direct for overseas assignment: paragraph 3-10, AR 220-10.

(3) For mail directory service instructions: chapter 2, AR 65-1.

(4) For records disposition of communications functional files: AR 340-2 or AR 340-18-11, as appropriate.

e. Within Headquarters, Department of the Army, the point of contact for postal service matters is the Postal Services Directorate (Operations Division), The Adjutant General Center (DAAG-MAO) AUTOVON 22-37534.

6-7. Records Management.

a. When an installation in the United States is inactivated without transfer of functions, all records not eligible for destruction, other than individual personnel records, will be retired to the designated records center, except for TOP SECRET files. In accordance with paragraph 3-10b(2), AR 340-18-1, TOP SECRET records which cannot be destroyed or downgraded will be transferred to the command headquarters or Department of the Army Staff agency to which the installation reports.

b. When an installation in the United States is inactivated with a transfer of functions to another organization, records not eligible for retirement or destruction will be forwarded to the organization acquiring the transferred function. For maintenance and disposition of records pertaining to TOE units, see AR 340-2.

c. Reference: AR 340-18 series.

d. Within Headquarters, Department of the Army, the focal point for records management is the Administrative Management Directorate, The Adjutant General Center (DAAG-AMR-P); AUTOVON 22-31939.

6-8. Records Concerning Bonded Personnel.

a. The installation records of all individuals under installation jurisdiction who occupy positions requiring a surety bond will be forwarded to the command headquarters or Department of the Army Staff agency to which the installation reports.

b. Reference: Paragraph 3-4a(2), AR 210-10. 210-10.

6-9. Publications Distribution.

a. Discontinuance of Installation Publications Stockroom.

(1) The installation publications stockroom must advise the two US Army AG Publications Centers of the pending closure of the installation publications stockroom and request discontinuation of publication and blank form distribution at an appropriate date. Notification should include the stockroom account number and be addressed to the publications centers as follows:

Commanding Officer
US Army AG Publications Center
2800 Eastern Boulevard
Baltimore, Maryland 21220

Commanding Officer
US Army AG Publications Center
1655 Woodson Road
St. Louis, Missouri 63114

(2) Coordination is required by the installation publications stockroom with the major command headquarters and the two AG Publications Centers for the disposition of any residual stock of publications and blank forms. Stocks may be transferred to other installation stockrooms, returned to the AG Publications Centers, or destroyed, depending upon quantities, need at other locations, and cost involved. Records showing the disposition of accountable and classified items received from the AG Publications Centers must be furnished the appropriate center to relieve the installation stockroom from accountability.

b. Area Publications Support. The installation publications stockroom must also furnish the two AG Publications Centers a list of the organizations and activities presently supported and the date this publications support will be discontinued. Arrangements will be made by the major command in coordination with the Publications Centers to continue publications support to the affected units by another installation stockroom or other source.

c. Pinpoint Distribution Accounts.

(1) In accordance with paragraph 3-38, AR 310-2, each unit that has a publications account at an AG Publications Center must provide written notification to the Center of any change in address or status. In the case of unit inactivation, the installation publications stockroom should assist the unit in disposing of publications and blank forms and closing out the account.

(2) Commanders of active Army organizations alerted for permanent change of station will comply with the provisions of paragraph 3-32, AR 310-2.

d. References; Chapter 3, AR 310-2; and DA Pamphlet 310-10,

e. Point of contact: Within Headquarters, Department of the Army, matters relating to publications distribution should be referred to the Publications Directorate (Supply Operations Division), The Adjutant General Center (DAAG-PAS), Washington, DC 20314; AUTOVON 22-37840.

6-10. Disestablishment of Reproduction Facilities.

a. Franchised Army Field Printing Plant.

(1) The request for disestablishment of an Army field printing plant is submitted by the affected installation through command channels to Headquarters, Department of the Army (DAAG-PAF), Washington, DC 20314. The request should include a completed JCP Form 7 (Excess Equipment Disposal Report) and a DA Form 2013 (Justification for Reproduction Equipment) for each piece of equipment requested for transfer to other reproduction facilities.

(2) Headquarters, Department of the Army, will submit the request for disestablishment of the franchised field printing plant and disposition of the equipment to the Joint Committee on Printing (JCP), Congress of the United States. After the Joint Committee on Printing has granted authority with an assigned case number, Headquarters, Department of the Army (DAAG-PAF), will notify the Army field printing plant through command channels. Authority for transfer and/or disposal of equipment will cite the JCP Case Number for all column 1 items and the Office of The Adjutant General (OTAG) authorization number for all column 2 items listed in tables 4-2 through 4-5, AR 310-1.

(3) Disposition of the equipment will be in accordance with special instructions provided by Headquarters, Department of the Army.

b. Duplicating Facilities.

(1) If the installation has only duplicating activities (not a franchised field printing plant), a request to disestablish these facilities also will be forwarded through command channels to Headquarters, Department of the Army (DAAG-PAF). The request will include an inventory of all the equipment, listing the description, name, age, condition, serial number, size, and model of each item. A completed DA Form 2013 is required for each piece of equipment that is proposed for transfer to another duplicating facilities (paragraph 4-10, AR 310-1).

(2) Headquarters, Department of the Army, (DAAG-PAF), will assign an OTAG authorization number, which is forwarded to the installation through command channels. This authorization number constitutes authority for disposition of the equipment and will be cited on all transfer or disposal documents. Excess equipment will be disposed of in accordance with DOD Manual 4160.21-M.

c. References: Chapter 4, AR 310-1; DOD Manual 4160.21-M.

d. Point of Contact. Within Headquarters, Department of the Army, the focal point for disestablishment of reproduction facilities is the Publications Directorate (Field Printing Office), The Adjutant General Center (DAAG-PAF); AUTOVON 22-37049/37089.

6-11. Disposition of Registered Documents.

a. Installations possessing a Control Point for NATO-CENTO-SEATO documents will notify the responsible subregistry of the impending discontinuance of the control activity. The subregistry will provide specific instructions for disposition of international pact country classified material.

b. COSMIC and SEATO/CENTO TOP SECRET documents will be returned to the subregistry under proper receipt.

Documents classified SECRET and below will be reduced to zero balance by proper destruction. All records pertaining to international pact country classified material, including debriefing certificates, will be transmitted to the subregistry.

c. References: AR 380-15 (NATO), AR 380-16 (CENTO), and AR 380-17 (SEATO).

d. Within Headquarters, Department of the Army, the point of contact for disposition of registered documents is in the Administrative Management Directorate (Registry Division), The Adjutant General Center, (DAAG-AMU); AUTOVON 22-7404.

6-12. Disposition of Heraldic Items.

a. In order that the retirement of distinctive flags, accessories, and other heraldic items be given proper consideration, commanders of units, activities, and installations which are to be inactivated will adhere to the provisions of the following directives:

(1) Paragraphs 110 and 116f, AR 840-10.

(2) Pages 50 and 51, Supply Information Letter No. 1-73, Army Class Manager Activity for Clothing and Subsistence, published by the United States Army Support Center, Philadelphia, Pennsylvania 19101.

b. The point of contact for the disposition of heraldic items is the Institute of Heraldry, Cameron Station, Alexandria, Virginia 22314; AUTOVON 284-6632.

Section III

PERSONNEL SERVICES

6-13. Settlement of Accounts.

a. During a period of extensive personnel turbulence that accompanies a major realignment action, unit commanders and military and civilian personnel officers should make a concerted effort to insure that all organizational and individual accounts are settled satisfactorily prior to an individual's departure from the installation or transfer to a new organization. Personnel will be counseled regarding their obligation to satisfy personal accounts in the local community prior to leaving the area. Reference: paragraph 5-10, AR 600-20.

b. Particular attention must be accorded to closing and clearance of appropriated and non-appropriated fund accounts, such as real property, inventory accounts, accountable supply accounts, open mess accounts, signal accounts, and unit and central welfare funds. Where applicable regulations require termination audits, these will be completed prior to departure of the responsible individuals, except as otherwise provided by the directive authority.

c. Within Headquarters, Department of the Army, the point of contact for the settlement of individual and organizational accounts is the Administrative Management Directorate (Field Policy Division), The Adjutant General Center (DAAG-AMP), Washington, DC 20314; AUTOVON 22-30718.

6-14. Military Passport Agents.

a. If the installation has a military passport agent, authorized under the provisions of paragraph 2, appendix D, AR 600-290, his instrument of designation will be returned to Headquarters, Department of the Army (DAAG-AMP), Washington, DC 20314, prior to inactivation of the installation. It will then be forwarded to the Department of State for cancellation. Installations will submit a final report of statistics on no-fee passport applications executed, in the format and to the destination specified by paragraph 3, appendix D, AR 600-290.

b. Within Headquarters, Department of the Army, the point of contact for matters pertaining to passports is the Administrative Management Directorate (Field Policy Division), The Adjutant General Center (DAAG-AMP); AUTOVON 22-30718.

6-15. Casualty Administration.

a. Casualty Area Commands are designated in appendix B, AR 600-10. Major realignment actions which affect the geographic area of responsibility of these commands will be reported by the commander to Headquarters, Department of the Army (DAAG-PSC), 200 Stovall Street, Alexandria, Virginia 22332. Where necessary, new areas of responsibility will be designated by Headquarters, Department of the Army.

b. During implementation of a major realignment, completed casualty reports required by AR 600-10 will be submitted to Headquarters, Department of the Army (DAAG-PSC). In complete casualty actions, ongoing survivor assistance cases, and associated reporting will be transferred to the Casualty Area Commander most conveniently located to complete the action (app B, AR 600-10). DAAG-PSC will be advised of the transfer of all casualty actions.

c. Within Headquarters, Department of the Army, the point of contact for matters pertaining to casualty administration is the Casualty Division, The Adjutant General Center (DAAG-PSC); AUTOVON 22-19214.

6-16. Education Activities.

a. *General Education Development.*

(1) The installation Education Services Program will be revised to reflect changes in troop strength and mission

requirements. Appropriate adjustments will be made in the use of contract-hire personnel, services from educational institutions, and programs funded under the Manpower Development and Training Act.

(2) Civilian education and training careerists interested in transferring to other Army educational facilities who cannot be placed by the major command will be reported through civilian personnel channels to Headquarters, Department of the Army (DAAG-EMG-G), Washington, DC 20314. The Functional Chief, Education and Training Career Program, Department of the Army, will attempt to place these individuals in accordance with their preferences and applicable civilian personnel directives.

(3) Property which is unique to the education development program, such as specialized audio-visual equipment, will be reported through command channels for redistribution.

(4) The United States Armed Forces Institute (USAFI) is scheduled for disestablishment by 31 May 1974. Prior to that time, USAFI will issue disposition instructions for all testing materials and text books on hand at the installation level. Notification will be provided when a successor agency to perform this function is determined.

(5) Within Headquarters, Department of the Army, the point of contact for matters pertaining to general education development is the Personal Environment Directorate Education Division), The Adjutant General Center (DAAG-EMG); AUTOVON 22-37748.

b. Dependent Schools.

(1) In the case of a major realignment, it is likely that such an action would have significant impact on the local school system, particularly at a large installation located in a rural environment. Following the public announcement, the effect on the local school system should be assessed in conjunction with the appropriate community authorities.

(2) Within Headquarters, Department of the Army, the point of contact for any problem encountered in large reductions or increases in either on or off-post dependent schools is the same as indicated in a(5) above; AUTOVON 22-38210.

6-17. Library Disestablishment.

a. Installation Libraries. Procedures to be followed when services provided by an installation or activity library are to be discontinued and the library closed are set forth in AR 735-17 and DA Pamphlet 28-30. Special consideration should be given to the following areas:

(1) Disposition instructions for excess serviceable books, including paperbound book kits, will be required from the librarian of the major command. If the library contains a balanced collection of serviceable, clothbound books for which no requirement exists within the major command, instructions will be requested from Headquarters, Department of the Army (DAAG-EMR-L), Washington, DC 20314.

(2) Obsolete and worn out items will be turned in to the property disposal officer in accordance with paragraph 13a, AR 735-17. Items of an historical nature must be identified and handled in accordance with AR 870-10. If the historical significance of an item is questionable, guidance will be sought from the librarian of the major command headquarters, in accordance with AR 1-16.

(3) In coordination with the responsible supply and procurement officials, the library director should review all orders for library books, equipment, or periodicals. Unless a requirement for the materials on order exists elsewhere at the same installation, the order should be cancelled. If this is impossible, or undesirable, the major command should be advised of the books and materials due in and of the subscriptions available for redistribution, and disposition instructions requested. Prompt action by library personnel following public announcement will minimize redistribution requirements or losses to the Government through purchase order cancellation.

(4) A request for a final audit of the library account, in accordance with paragraph 11, AR 735-17, should be forwarded to Headquarters, Department of the Army (DACA-CSS-FL), Washington, DC 20310. If a Library of Congress card account has been authorized, notification through channels to cancel the account should be sent to the Chief, Card Division, Library of Congress, Washington, DC 20540.

(5) Notification will be provided to Headquarters, Department of the Army (DAAG-EMR-L), Washington, DC 20314, that the library is being inactivated and that the library account number should be cancelled. A copy of the terminal review or reference to it will be included in the notification, together with a general statement concerning disposition of the books (reference paragraph 3, AR 735-17).

(6) Within Headquarters, Department of the Army, the focal point for matters pertaining to library disestablishment actions is the Personal Environment Directorate (Recreation Division), The Adjutant General Center (DAAG-EMR); AUTOVON 22-38200. On matters pertaining to the final audit of the library account, the point of contact is the Comptroller Systems Directorate, Office of the Comptroller of the Army; AUTOVON 22-51318.

b. Army Field Law Libraries.

(1) At installations with field law libraries as defined in paragraph 2, AR 1-115, the custodial legal officer will notify The Army Library, ATTN: AFLLS, Washington, DC 20310, AUTOVON 22-77718, that the law library is being disestablished and request disposition instructions.

(2) Normally, the entire collection will be prepared and shipped to the above address, using DD Form 1149, Shipping Document. The forwarding address of the accountable officer will be indicated on the form in order that he

may be relieved of accountability by return of a signed copy. Unserviceable or obsolete materials will not be included in the shipment.

(3) For periodicals, The Army Library will remove the Field Law Library from its holdings subscription renewal file upon receipt of the notification cited in (1) above.

c. Race Relations/Equal Opportunity Book Kits.

(1) Sets of 60 books to support the Army's Race Relations and Equal Opportunity (RR/EO) Program are located in installation libraries, military service schools and major command headquarters. Due to the cost and limited quantities of these books, commanders should ensure that upon disestablishment of a library, the books are identified for disposition, as indicated in a (1) above.

(2) Within Headquarters, Department of the Army, the point of contact for RR/EO books is the Human Resources Development Directorate, Office of the Deputy Chief of Staff for Personnel (DAPE-HRR); AUTOVON 22-78450.

6-18. Army Emergency Relief (AER) Offices.

a. Inactivation of an installation with an AER office may entail the disposal of assets or the disposition of AER accounts, including the transfer of loans, depending upon the status of the AER office involved. The Department of the Army point of contact for such matters is the Director, Army Emergency Relief, Department of the Army, Washington, DC 20314; AUTOVON 22-35011 or -14. The installation AER office will contact the Director, AER for specific instructions and guidance pertaining to the disestablishment of the local AER office.

b. Reference- AR 930-4.

Section IV

TRANSPORTATION SERVICES

6-19. Household Goods Movement and Storage Program.

a. The procedure for transferring geographical areas of responsibility for procurement of transportation, storage, and related services for household goods, unaccompanied baggage, and house trailers, is described in chapter 11, DOD Regulation 4500.34-R, "Personal Property Traffic Management."

b. Closure of an installation may result in volume moves of personal property. Paragraph 6013, DOD 4500.34-R defines such moves and prescribes procedures to be used by Installation Transportation Officers to report these moves to Military Traffic Management and Terminal Service (MTMTS). The point of contact at MTMTS is the Director of Personal Property (MTMTS-PPC); AUTOVON 289-1190.

6-20. Passenger Movements.

In accordance with chapter 104, AR 55-355, the installation commander should notify Commander, MTMTS, ATTN: MTMTS-PTC, Washington, DC 20315, of the planned realignment as movement plans are being developed, following public announcement. This will permit MTMTS to take full advantage of group fare commercial air movements, as well as special negotiated rates for rail, bus, and air charter. As the DOD traffic manager, Commander, MTMTS will also provide special field assistance visits whenever traffic management problems pertaining to personnel moves warrant person-to-person contact (chap. 110, AR 55-355).

6-21. Freight Movements.

When a realignment action will involve the movement of Government property aggregating 10,000 pounds or more, whether locally or to distant points, the shipping activity will furnish complete information to the appropriate MTMTS area commander in accordance with chapter 209 and appendix U, AR 55-355. This notification will be given prior to making any arrangements for the transportation of property.

6-22. Administrative and Scheduled Transportation Services.

a. Administrative vehicles, utility rail equipment, and watercraft will be withdrawn from service as rapidly as possible in accordance with the phase-down of operations. (See para 4-14 for disposition of this equipment.)

b. Scheduled personnel transportation services, including post shuttle and school bus service, will be discontinued as the need diminishes with the reduction of this equipment.

c. Commercial transportation companies servicing the installation should be advised of realignment plans on a timely basis to facilitate adjustments to future operating schedules. (See chap. 7 for public affairs guidance.)

6-23. Points of Contact.

Within Headquarters, Department of the Army, the focal point for transportation services is the Army Transportation Directorate, Office of the Deputy Chief of Staff for Logistics. The office symbol and AUTOVON number for specific functional areas are indicated below:

a. Passenger and household goods movement and storage: DALO-TRM-P; AUTOVON 22-44155.

b. Freight movements: DALO-TRM-C; AUTOVON 22-44081.

c. Disposition of transportation equipment: DALO-TRR-M; AUTOVON 22-44054.

Section IV

DISSOLUTION OF NONAPPROPRIATED FUNDS

6-24. Nonappropriated Welfare Funds.

a. Prior to inactivation of an installation or command all nonappropriated welfare funds will be dissolved. Cash, securities, and proceeds from the sale of fund-owned property remaining after the liquidation of all outstanding obligations will be forwarded through channels to Headquarters, Department of the Army, ATTN: DAAG-NFF, Washington, DC 20314. Bank accounts should be reconciled and closed, using the last check to forward the residual balance.

b. The nonappropriated fund dissolution instructions issued by the major commander or Headquarters, Department of the Army, will identify the agency to perform the terminal audit. The audit report will include a statement of the financial condition of the fund at dissolution, verifying that all obligations incurred have been liquidated. The residual bank balance is forwarded to Headquarters, Department of the Army, with the terminal audit report.

c. At the time final payment is made to the Federal and State agencies for all payroll withholding, these agencies should be informed of fund dissolution and requested to cancel the Employee Identification number. Firms with which the fund has recurring business transactions should be notified that the fund is being dissolved.

6-25. Other Nonappropriated Funds.

The general procedures for dissolution of nonappropriated welfare funds, outlined in paragraph 6-19, are applicable to revenue producing funds, sundry funds, and civilian welfare funds. Table 6-1 provides a listing of regulations applicable to specific funds.

6-26. Nonappropriated Fund Points of Contact.

Within Headquarters, Department of the Army, the principal point of contact is the Nonappropriated Funds Directorate, The Adjutant General Center, Washington, DC 20314. Policy questions should be addressed to the Funds Management Division (DAAG-NFF). AUTOVON 22-30326. Queries concerning fiscal matters should be directed to the Financial Management and Accounting Division (DAAG-NFA); AUTOVON 22-30439. Table 6-1 indicates the points of contact for specific nonappropriated funds.

6-27. Nonappropriated Fund Civilian Personnel.

The involuntary separation of nonappropriated fund personnel is governed by the provisions of chapter 10, AR 230-2.

Section VI

COMMERCIAL FINANCIAL SERVICES

6-28. Credit Unions.

a. Commanders should advise the local credit union at the same time that other installation activities are notified of an intended installation closure or reduction. The credit union manager-treasurer will take necessary actions as prescribed in the operating procedures and by-laws of the credit union.

b. Within Headquarters, Department of the Army, matters relating to credit union disestablishment will be referred to the Administrative Management Directorate, (Field Policy Division), The Adjutant General Center (DAAG-AMP); AUTOVON 22-30713 or 22-30714.

6-29. Commercial Banking Facilities.

When an installation is scheduled for closure, the installation commander will notify the local bank officials. At the same time, he will advise the Commander, US Army Finance Support Agency (FINCY-AG), Indianapolis, Indiana 46249, who will take necessary action to apprise the appropriate banking authorities. In the case of a major realignment action, the same procedure will be followed when the number of personnel at the installation are reduced to a point where a banking facility is no longer justified, as mutually determined by the commander and local bank officials.

Section VII

JUDGE ADVOCATE ACTIVITIES

6-30. Military Justice.

a. Untried cases or cases under investigation in which no charges have been filed and cases requiring post trial review should be transferred to other jurisdictions as directed by the supporting Judge Advocate.

b. Appropriate orders will be published to insure continuing court-martial jurisdiction and the administration of military justice over remaining units and personnel when necessary. Within Headquarters, Department of the Army, the

point of contact is the Criminal Law Division, Office of the Judge Advocate General (DAJA-MJ), Washington, DC 20310; AUTOVON 22-55468.

6-31. Claims.

Installations with a geographical area of responsibility as specified in appendix F, AR 27-20, will transfer claims functions as directed by the supporting Judge Advocate. Information regarding processing may be referred to the Chief, United States Army Claims Service, Fort Meade, Maryland 20755; AUTOVON 923-7622.

Table 6-1
Directives and Points of Contact for Nonappropriated Fund Dissolution

<i>Type of Nonappropriated Fund</i>	<i>Applicable Directive</i>		<i>Point of Contact</i>
<i>Revenue-Producing:</i>			
Post exchanges	AR 60-20	Policy & Fiscal	Army-Air Force Exchange Service Regional Chief
Post restaurants	AR 230-81 AR 230-65	Policy & Fiscal	Custodian, Army-Air Force Civilian Welfare Fund; AUTOVON 22-74839
Post theaters	AR 28-68	Policy & Fiscal	Comptroller, Army-Air Force Motion Picture Service; AUTOVON 29-44062
Book departments	AR 230-43	Policy Fiscal	DAAG-NFF; AUTOVON 22-30326 DAAG-NFA; AUTOVON 22-30439
<i>Sundry Funds:</i>			
Officer, NCO and FM open messes/clubs	AR 230-60 AR 230-1	Policy Fiscal	US Army Club Management Agency AUTOVON 923-5580 DAAG-NFA; AUTOVON 22-30439
Chaplain funds	AR 230-36	Policy & Fiscal	DACH-AML; AUTOVON 22-35260
Flying clubs	AR 230-1 AR 230-60	Policy Fiscal	DAAG-NFF; AUTOVON 22-30326 DAAG-NFA; AUTOVON 22-30439
Other	AR 230-1 AR 230-60	Policy Fiscal	DAAG-NFF; AUTOVON 22-30326 DAAG-NFA; AUTOVON 22-30439
<i>Military Welfare:</i>			
Central post funds	AR 230-1	Policy Fiscal	DAAG-NFF; AUTOVON 22-30326 DAAG-NFA; AUTOVON 22-30439
Unit funds	AR 230-1	Policy Fiscal	DAAG-NFF; AUTOVON 22-30326 DAAG-NFA; AUTOVON 22-30439
Confinement welfare funds	AR 230-1	Policy Fiscal	DAAG-NFF; AUTOVON 22-30326 DAAG-NFA; AUTOVON 22-30439
Commandants welfare funds	AR 230-43	Policy Fiscal	DAAG-NFF; AUTOVON 22-30326 DAAG-NFA; AUTOVON 22-30439
<i>Civilian Welfare</i>	AR 230-81 AR 230-65	Policy & Fiscal	Custodian, Army-Air Force Civilian Welfare Fund; AUTOVON 22-74839

Chapter 7

PUBLIC AFFAIRS GUIDANCE

7-1. General.

a. In most instances, the affected installation has been an integral part of the local community. The impact of the announcement to close it will stimulate immediate and continuing interest in the progress of the closure. Many internal and external needs are served by the development of a sound information plan to keep the members of the command and the public informed in a timely and orderly fashion.

b. After public announcement or clearance from Headquarters, Department of the Army, as appropriate, commanders must insure that all persons affected by base realignment actions are fully advised of realignment details. Audiences likely to be affected include: businessmen, local press, local governments, the retired community, and military and civilian personnel and their dependents. Maximum use should be made of briefings and all other means of disseminating information to make certain each audience knows how it is affected and what assistance is available through Army channels.

7-2. Information Planning.

a. It is an Army objective to assist in any way possible to enhance the continued and productive utilization of available facilities to support the needs of the community, whether they be industrial, educational, recreational, or commercial, in order to ease the impact resulting from installation closures or major realignments. This objective can be furthered with a thoroughly planned command information and public affairs program. The release of timely information on planned dates for termination of contracts and local purchase orders and for closing of base facilities is essential to minimize anxiety and concern among local businesses as well as post and retired populations.

b. From the outset, maximum information on the status of the civilian work force and measures being taken to minimize the impact on these personnel should be published on a continuing basis. An aggressive command information program which anticipates civilian work force problems and furnishes information and guidance is necessary. The program should include consideration of equal opportunity matters, emphasizing that all affected personnel are to be afforded equal care, treatment, and concern to preclude racial or ethnic discrimination.

c. It should be borne in mind that information assets will be reduced as the phase-out progresses. The interest of local publishers of commercial enterprise newspapers will diminish as potential advertisers realize the declining potential of the installation market. Alternate means of disseminating the command information message should be developed and exploited to insure continuity in disseminating the word.

d. Close planning and coordination must be effected with appropriate personnel at the installation assuming information responsibilities from the installation being closed. A smooth transition is necessary to preclude loss of communication between the Army and its publics prior to final action.

e. In consonance with paragraph 2-4d, timely feedback in the form of local news media reaction to the realignment action is necessary to meet Economic Adjustment Committee information requirements as well as keeping higher headquarters informed of all actions being taken in the information area.

Appendix A
CIVILIAN COMMUNITY DATA SHEET

CIVILIAN COMMUNITY DATA SHEET
FOR
(NAME OF INSTALLATION)

I. POPULATION:

	<u>City</u>	<u>County</u>	<u>Standard Metropolitan Area (SMA) (if any)</u>
1960			
1970			
Present (Date)			
1980 (Projection)			

II. LOCATION, DISTANCE AND DIRECTION TO MAJOR CITIES:

III. EMPLOYMENT:

	<u>City</u>		<u>County</u>		<u>SMA</u>	
	<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>
Labor Force						
Manufacturing						
Nonmanufacturing						
Unemployment - % of Labor Force						

IV. TRANSPORTATION:

Airline(s): _____
Railroad(s): _____
Bus Line(s): _____
Truck - Number of Lines: _____
Highway: Route No. _____

Interstate: _____
Federal: _____
State: _____

V. GOVERNMENT:

A. City Type: () strong mayor; () limited mayor;
() manager council; () commission; () other:

B. County: () supervisor; () manager council; () commission;
() other:

Figure A-1. Civilian Community Data Sheet

V. GOVERNMENT: (Cont'd)

C. Planning Commission:

1. City ☐ Yes ☐ No
2. County ☐ Yes ☐ No

D. Master Plan and Status:

1. City ☐ Yes ☐ No
2. County ☐ Yes ☐ No

VI. COMMUNITY FACILITIES:

A. City:

Number

1. Hospital beds per thousand
population:
2. Parks and playgrounds (private
and municipal):
3. Golf Courses:
☐ Municipal - No. of holes _____
☐ Private - No. of holes _____
4. Meeting Facilities:
a. Number _____
b. Capacity of three largest _____
5. Libraries: ☐ Yes; ☐ No; ☐ Number: _____

B. County:

Number

1. Hospital beds per thousand
population:
2. Parks and playgrounds (private
and municipal):
3. Golf Courses:
☐ Municipal - No. of holes _____
☐ Private - No. of holes _____
4. Meeting Facilities:
a. Number _____
b. Capacity of three largest _____
5. Libraries: ☐ Yes; ☐ No; ☐ Number: _____

VII. EDUCATIONAL FACILITIES:

City

County

1. No. of public schools:
2. No. enrolled:
3. No. of parochial schools:

Figure A-2. Civilian Community Data Sheet—Continued

VII. EDUCATIONAL FACILITIES: (Cont'd)

	<u>City</u>	<u>County</u>
4. No. enrolled:		
5. No. of vocational training facilities:		
6. No. enrolled:		
7. No. of DOD civilian and military dependents in public schools:		
8. No. of DOD civilian and military dependents in parochial schools:		
9. Federal aid to public schools (\$M):		
10. PL 81-874 school aid to public schools attended by DOD dependents:		
11. Colleges and universities by category: (name and number enrolled)	a. Liberal arts b. Engineering c. Business admin. d. Graduate school	
12. Research laboratories and institutions: (List)		

VIII. TYPES OF RESOURCES IN THE AREA:

	<u>City and County Combined</u>
() Agriculture and dairy farms	
() Forest products (Minor)	
() Minerals	
() Other	

IX. CHIEF ECONOMIC ACTIVITY IN THE AREA:

() Industrial
 () Commercial
 () Tourism
 () Government
 (Give priority rating and reason on all activities)

X. INDUSTRY (list major ones)

	<u>Firm</u>	<u>Product</u>	<u>No. of Employees</u>
A. City:			
B. County:			
C. Plants added in the past five years:			
1. City:			
2. County:			

Figure A-3. Civilian Community Data Sheet—Continued

X. INDUSTRY (Cont'd)

	<u>Firm</u>	<u>Product</u>	<u>No. of Employees</u>
D. Plants closed in the past five years:			
1. City:			
2. County:			
E. Support and service industries of major interest to industry in the area:			
	<u>Firm</u>	<u>Service</u>	

XI. KEY CIVIC LEADERS: (List one or more in each category, as necessary)

A. Government:

B. Organization: (Such as Chamber of Commerce or Development Corporation)

C. Religious:

D. Labor:

E. Business:

F. Other:

XII. RESIDENCE (COMMUNITY) OF DOD EMPLOYEES:

<u>County</u>	<u>Military On-Post</u>	<u>Military Off-Post</u>	<u>Civilian</u>

Figure A-4. Civilian Community Data Sheet—Continued

Appendix B
MILITARY FACILITY DATA SHEET

MILITARY FACILITY DATA SHEET
FOR
(NAME OF INSTALLATION)

I. BASE LOCATION:

- A. Nearest city:
- B. County:
- C. Standard metropolitan area (if any):
- D. State:

II. INSTALLATION EMPLOYMENT:

<u>Number of Personnel</u>		<u>Annual Payroll</u>	
<u>After</u>		<u>After</u>	
<u>Current</u>	<u>Realignment</u>	<u>Current</u>	<u>Realignment</u>

- A. Military personnel
- B. Funded civilians
- C. Nonappropriated fund
civilians
- D. Government contractors
- E. Total of military and
civilian employment

III. SIZE OF MILITARY FACILITY:

- A. Acreage:
- B. Number of buildings:
- C. Number of acres owned:
- D. Number of acres leased:
- E. Is there a reversionary clause?

IV. TENANT FACILITIES:

Figure B-1. Military Facility Data Sheet

V. LOCAL PROCUREMENT OF GOODS AND SERVICES:
(75 mile radius)

VI. MISSION OF MILITARY FACILITY:

VII. TYPES OF BUILDINGS AND FACILITIES:

A. Storage and warehousing:

1. Equipment and supplies:
 - (a) Number of buildings:
 - (b) Total square footage:
2. Refrigerated:
 - (a) Number of buildings:
 - (b) Cubic footage:

B. Housing: Number Capacity

1. BOQ:
2. Dormitories:
 - (a) New - permanent
 - (b) Old
3. Dependent Quarters: Number
 - (a) One bedroom
 - (b) Two bedrooms
 - (c) Three bedrooms
 - (d) Four bedrooms
 - (e) Five or more bedrooms

C. Repair and construction facilities, including:

1. Types:
2. Number of buildings:
3. Special shops, tools and equipment now on the facility:

D. Research facilities:

<u>Types</u>	<u>Size of buildings</u>	<u>Special equipment</u>
--------------	--------------------------	--------------------------

E. Airport:

1. Runway(s):

<u>Length and width:</u>	<u>Load capacity</u>
--------------------------	----------------------
2. Hangar facilities:

<u>Number</u>	<u>Square footage</u>
---------------	-----------------------

Figure B-2. Military Facility Data Sheet—Continued

VII. TYPES OF BUILDINGS AND FACILITIES: (Cont'd)

3. Navigational aids:

- (a) Instrument landing system
- (b) Ground controlled approach system
- (c) Markers: Outer _____ Middle _____ Inner _____
- (d) Compass locator:
- (e) UHF - DF:
- (f) Rapcom:
- (g) Other:

4. Aviation fuel storage capacity:

F. Medical facilities:

1. Hospital:

- (a) Number of beds:
- (b) Special facilities:

2. Dental clinic:

- (a) Number of clinics:
- (b) Number of chairs:

G. Schools:

	<u>Type</u>	<u>Number</u>	<u>Enrollment</u>
1.	Elementary		
2.	Junior High		
3.	High School		

H. Recreation:

1. Golf course:

- (a) Number of holes:
- (b) Club house: Yes _____ No _____

- 2. Swimming pools: Number Size
- 3. Theater:
- 4. Bowling alleys:
- 5. Others: Name, type and size

I. Athletic facilities:

- 1. Number:
- 2. Type:

Figure B-3. Military Facility Data Sheet—Continued

VII. TYPES OF BUILDINGS AND FACILITIES: (Cont'd)

J. Utility systems:

1. Water, potable:
 - (a) Underground reservoirs:
 - (1) Number:
 - (2) Capacity in gallons:
 - (b) Elevated storage tanks:
 - (1) Number:
 - (2) Capacity in gallons:
 - (c) Separate base system ()
 - (d) Tied in with City or County ()
 - (1) Size of mains:
 - (2) Length of system in linear feet:
 - (3) Types of pipe: cast iron (); concrete (); other - specify:
 - (e) Water-pumping and treatment plan capacity:
2. Sewerage and storm drainage (combined system):
 - (a) Separate base system ()
 - (b) Tied in with City or County ()
 - (1) Size of mains
 - (2) Length of linear feet
 - (3) Type of construction: clay (); concrete (); other - specify:
 - (c) Sewerage-treatment and disposal plant:
 - (1) Primary GPD
 - (2) Activated sludge GPD
 - (3) Other (Specify) GPD
3. Storm drainage:
 - (a) Type:
 - (1) Gravity ()
 - (2) Other - specify:
 - (b) Length in linear feet:
 - (c) Type of construction:
4. Gas mains:
 - (a) Size:
 - (b) Length:
5. Electrical Distribution System:
 - (a) Overhead:
Number of feet:
 - (b) Underground:
Number of feet:

Figure B-4. Military Facility Data Sheet—Continued

VII. TYPES OF BUILDINGS AND FACILITIES: (Cont'd)

6. POL storage facilities (gallons)

(a) Above ground:

(b) Underground:

K. Other buildings or facilities: (Identify separately)

L. Remarks: (Qualitative analysis of military facilities)

Figure B-5. Military Facility Data Sheet—Continued

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